1881-82

(G. M.)

Later reference
3 of 1882

Sec G. M.
5 of 1881
Serial No. 6

(Incomplete)

Report regarding the assortment of the old Division Office Records etc.

Indexed
Garrabrant

Proceedings of the Chief Commissioner of Mysore in the General Department, (General),—dated 23rd March 1880.

READ again—

Chief Commissioner's Proceedings No. 3385—63, dated 21st July 1879, directing the destruction of certain useless English records in the Offices of Commissioners and Deputy Commissioners and calling upon them to furnish lists of records of the same nature which may be advantageously destroyed.

Read replies as follows:—

From the Deputy Commissioner, Kolar District, No. 831—235, dated 8th August 1879.
From the Deputy Commissioner, Tumkur District, No. 72, dated 13th August 1879.
From the Deputy Commissioner, Shimoga District, No. 83, dated 15th August 1879.
From the Deputy Commissioner, Chitaldrug District, No. 195, dated 23rd August 1879.
Do do do No. 197, dated 26th August 1879.
From the Commissioner, Ashtagram Division, No. 269—84, dated 27th August 1879.
From the Commissioner, Nagar Division, No. 377—175, dated 27th August 1879.
From the Deputy Commissioner, Bangalore District, No. 188½, dated 4th September 1879.
From the Deputy Commissioner, Hassan District, No. 713, dated 15th September 1879.
From the Deputy Commissioner, Mysore District, No. 958, dated 17th September 1879.

No. 9406—GENL. 177, DATED BANGALORE, 23RD MARCH 1880.

ORDER.—The Officiating Chief Commissioner is pleased to direct that, besides the papers the destruction of which was ordered in this Office Proceedings No. 3385—63, dated 21st July 1879, the following papers of a general and miscellaneous nature in the records of the Offices of the Commissioners of Divisions and Deputy Commissioners of Districts may be destroyed after the lapse of two years from the date of issue:—

1. Dockets and drafts of dockets requiring information for embodiment in Annual Administration Reports.
2. Draft dockets to Treasury Officers applying for cheques or transfer receipts.
3. Cholera reports A and B to the Secretary, the Quarter-Master-General and the Deputy Surgeon General, with covering dockets.
4. Communications giving cover to summonses in cases already disposed of.
5. Communications giving cover to warrants that have been duly executed.
6. Delivery or despatching books.
7. Communications giving cover to pension and gratuity rolls.
8. Office copies of pay and batta bills of officers and of batta bills of office establishments.
9. Communications submitting notifications of sanction for the repairs of tanks, &c.
10. Calendar books (old).
11. Communications regarding correction and re-submission of returns.
12. Circulating memoranda with dockets.
13. Communications forwarding or acknowledging remittances, &c.
14. Notices to Government Prosecutors.
15. Communications asking for and forwarding stationery.
16. Communications requesting to cause attendance of Assessors.
17. Communications asking for and sending printed forms.
18. Communications between Deputy Commissioners and Famine Relief Officers, but not general circulars on famine.
19. Office copies of weekly and fortnightly condition reports during the famine.
20. Copies of notifications published in the *Mysore Gazette*, appointing and transferring Amildars, Assistant Commissioners, &c., and investing officers with Magisterial powers.

21. Dockets merely calling for, forwarding and returning Civil, Criminal and Revenue Proceedings or other papers.
22. Dockets reporting the delivery and assumption of charge by officers.
23. Applications for leave by officers whose leave has been gazetted.
24. Chief Commissioner's or Commissioner's memoranda forwarding petitions for disposal or report.
25. Files containing office copies of contingent bills.
26. Dockets and other correspondence connected with the transmission of pension or gratuity rolls.
27. School inspection reports submitted to the Deputy Commissioners by the Deputy Inspectors of Schools for information, and dockets accompanying them.
28. Correspondence of a trivial nature between the Amrut Mahal Department and the Deputy Commissioner, such as the numerous complaints made from time to time against the Revenue officials and the committing of trespass by ryots on their kavals.
29. Office copies of quarterly forest crime returns.
30. Office copies of blank monthly returns of marriage certificates and covering dockets.
31. Office copies of dismissal or no dismissal returns, &c., and covering dockets.
32. Old stationery issue books.
33. Register of petitions after four years.
34. Diaries from Assistant Commissioners.
35. Petitions, medical certificates, &c., which have been filed as calling for no action.
36. Tappal receipt books.
37. Tappal muddam.
38. Circuit tappal books.
39. Memoranda showing papers sent from camp to head-quarters.
40. Weekly famine returns of laborers employed in the taluks under the Department of Public Works.
41. Drafts of dockets forwarding copies of letters to officers for information and guidance.
43. Dockets forwarding notices, &c., for service.
42. Dockets giving cover to miscellaneous and general appeal petition and asking for copies.
44. Dockets to the Compiler, *Mysore Gazette*, forwarding notices in certificate cases for publication, and replies thereto.
45. Blank statements of road changes.
46. Dockets giving cover to Annual Reports.
47. Returns of European pensioners with drafts of dockets accompanying.
48. Unimportant correspondence relating to monthly, quarterly and yearly accounts.
49. Inspection reports on registers, &c., with replies, if containing nothing of importance.
50. Dockets from Commissioners drawing attention to Proceedings of the Chief Commissioner received direct.
51. All ordinary references giving cover to applications for appointments, transfers, leave, pensions, gratuities, &c., also petitions for appointment, promotion, transfer and the like.
52. Drafts of returns of Europeans under the control of the Deputy Commissioners.
53. Dockets giving cover to schedules of establishments.
54. References relating to contingent and budget grants.
55. Draft famine reports, diaries and camp returns.
56. Dockets reporting that there were no deaths among European Uncovenanted officers.

57. Dockets reporting the number of officials fined and censured.
58. Dockets reporting that certain returns are blank.
59. Do reporting upon railway bench marks.
60. Reminders.
61. Dockets forwarding and sanctioning estimates of completed works.
62. Dockets explaining delay in submitting accounts, &c,
63. Dockets intimating issue of letters of credit.
64. Letters investing Amildars and Peshkars with powers which have been gazetted.
65. Indents for procuring supplies to troops.
66. Dockets, &c., stating that monthly stipends were paid to His Highness the late Maharaja.
67 Do showing supplies made to do.
68. Dockets, &c., forwarding cheque books, forms of accounts, &c.
69. Half-yearly returns of doubts and differences in the several Codes.
70. Dockets acknowledging receipt of circulars, &c.
71. Dockets forwarding Kanarese circulars for distribution to Amildars.
72. Dockets forwarding sannads for distribution to Amildars.
73. Dockets forwarding warrants for execution.

2. Officers are requested to take measures at once for relieving the record rooms of records of the above nature. The papers must be destroyed, but whether that should be done by burning or by tearing them up and reducing them to pulp is left to each officer to decide. Lists of papers destroyed giving the number and date and very shortly describing the subject must, in each case, be prepared signed by the Head of the office and recorded. The Deputy Commissioner of Bangalore is requested to arrange for the destruction of records of the above classes in the Office of the late Nundydroog Division Commissioner.

W. J. CUNINGHAM,
Secretary.

To—The Commissioners of Divisions.
The Deputy Commissioners of Districts.
The Revenue Department,
The Public Works Department,
The Judical Commissioner,
} for information.

GOVERNMENT OF MYSORE

GENERAL DEPARTMENT.

GENERAL

To

The Commissioners of Divisions.
„ Dy. Commissioners of Districts.
„ Revenue Department.
„ Public Works Department.
„ Judicial Commissioner.

Dated 23*th March*

Despatched

Received

No. 2406 / G. 177

Instructions on the destruction of certain office records.

MGCPB- 22-11-98- 200

(General Serial No. 29.)

1882

From

The District Judge

Shikarpur Division

To

The Secretary to the ~~Chief Commissioner~~ Dewan

of Mysore, Revenue Department.

Dated 7/16

Despatched 8 } March

Received

Enclosures No. 2

General No. 156 / No. } 1881—82.

Submits for information and orders, a report regarding the apportionment of the old Division Office Records &c.

10.3.82

No. 156 of 1881-82

District Judges' Office
Nohtazgam Division

Dated Mysore 5th March 1881.

To

The Secretary to the
Dewan of Mysore
Bangalore.

Sir,

Adverting to the Proceedings of the late Chief Commissioner, Nos. and dates as per margin, I have the honor to submit the following for the information and orders of the Dewan.

2. During the Revision of Establishments which took place in 1879, the Services of a couple of Correspondence clerks, whose pay is indicated in the margin were placed at my disposal for such General Correspondence as might devolve on me after that date. Vide Para 2 of Proceedings No. 3627-39/298 dated 13th October 1879.

3. Accordingly, the officials referred to were up to April 1880 employed on General Miscellaneous duties, such as Revenue, Residency and Palace in keeping accounts, disposing of correspondence, checking bills &c. and were in addition

× No. 9406 dated 23rd March 1880
No. 777
× No. 246/42 dated 14th April 1880 Resd.

Pay Rs
1. Sub Rao - Head clerk - 50
2. Lr. and Clerk - Rs. 35 do - 35.
allowance Rs 15/50

directed to attend to the assortment of the old Division Office English and Vernacular Records ordered in Serial Circular No. 9406/135 dated 23rd March 1936.

4. A Special staff of the Correspondence in connection with Palace Sorting owned on the Installation of His Highness the Maha Rajah, the two clerks are now solely employed in the Assortment of the Revenue English and Vernacular Records with any duties required in connection with the Residency Bungalows of Mayavaram Veppanthattai and Vaitheeswaran Koil, Palace Football Hockey Ground and the Maha Dental garden at Serungapatam, the latter of which will be made over to the Deputy Commissioner.

5. A Statement showing the Record work done by the officials up to date and that which now remains to be done by them is herein enclosed the assortment of the Records has almost been completed and the remaining work consists of Destroying all letters assorted for destruction before they are disposed of as per instructions issued in the Circular above quoted. There are nearly 34 bundles to be gone through,

this work will most probably occupy them for a period of more than a year, even computing that 5 bundles or 5 months papers are entered by each official in a day, including Sundays and other Holidays.—

6. In order to provide accomodation for the Mysore Munsiffs Court in the Division office Buildings, it is proposed to vacate the Record Room and remove the Record Almirahs &c to the District Record Room close to my Court. The Deputy Commissioner Mysore, a copy of whose letter is herein enclosed, agrees to this arrangement and expresses his willingness to take charge of the Records if they are handed over to his officials if the necessary assortment is completed before so doing.

7. As the proposed Removal of the Records to the Deputy Commissioner's charge will eventually leave no employment here for these officials and as it appears to me to be expedient to make some provision for them before the Work they have on hand is completed, I beg to Submit their case for the favorable Consideration of the Dewan.—

I

I have the honor to be

Sir

Your most obedient Servant

Patrick

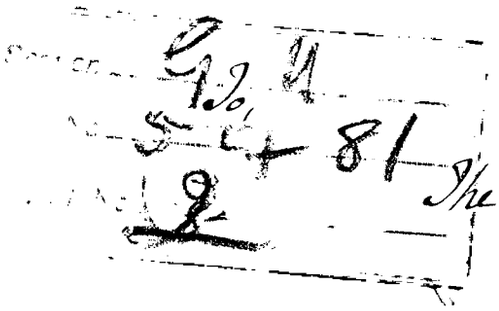
District Judge

Pottawatamie Division

No. 62 of 1881. 82.

Deputy Commissioner's Office
Mysore District

Dated Mysore 28th February 1882.



The District Judge
Ashtagram Division.

Sir,

With Reference to your No. 116 dated 23rd December 1881, I beg to inform you that I have caused certain Records &c. to be removed so as to allow space for your Records and officials in the District Revenue Record Room as requested by you. All that is necessary is that 3 partition walls (which may be of mud) should be raised across the inner varandah and Mr. D'Vaz my Head clerk will point out the places where the walls are to be erected to any one official Contractor or convicts you may appoint to carry out the necessary alterations in the existing Record-Room; when this is done the Records Khurahs &c. may be removed and there remain in charge of your officials, till the apportionment, destruction &c. as per Rules prescribed

prescribed of the Records alluded to, has been completed, when they may be made over to my Record Keepers and the temporary partition Room vacated by your Officials.—

I have &c.

(Signed) C. J. Tearse

Deputy Commissioner

Moyoore Distt.

Dpy.

Received

District Judge

Portaferry Division

Bundles of the English letters Assorted and registered, commencing
Commissioners Proceedings No 9406 dated 23rd March 1880.
Genl 177

dles stered	No of bundles wh: remain to be Assorted	Registered	Remarks.
06	"	"	
50	"	72	
"	"	380	
"	"	206	
"	"	372	
"	"	210	
"	"	214	
"	"	204	
"	250	250	
"	240	240	
"	214	214	
"			
"	"	"	
"	"	"	These bundles are to be compared with Special Correspondence Registers and arranged.—
56	704	2362	

Assistant

District Judge
A.D.

Statement Shewing the number of
from April 1880 to 6th March 1882, as per Chief

No.	Department.	Total No. of bundles	From what to what period.	No. of bundles	
				ofwhich	A
1	From Secretary's	306	From Nov/82 to Dec/1879	306	
2.	To ——— do ———	222	——— do ———	222	
3	From Dy Commr Mysore	380	——— do ———	380	
4	To ——— do ——— do ———	206	——— do ———	206	
5	From Dy Commr Kaspa	372	——— do ———	372	
6	To ——— do ——— do ———	210	——— do ———	210	
7	From Miscellaneous. ———	214	——— do ———	214	
8	To ——— do ———	204	——— do ———	204	
9	From Public Works Dept.	250	——— do ———	"	
10	To ——— do ——— do ———	240	——— do ———	"	
11	To Circulars to Deputy Commissioners ———	204	——— do ———	"	
11	From Vernacular Papers.	460	——— do ———	"	
12	Special Correspondences	201.	——— do ———	"	
	Total	3469	"	2114	

District Judges Office
Mysore 7th March
1882

E. A.

5 — 4

3

Read letter No. 852/208 of 4th January 1882 from the Dy. Comr. of Shemoga

order thereon: —

No. 9202-9/267 of 8th March/82. The Dy Comr. of Shemoga Enquires whether First Information reports and Police Progress reports ~~should~~ be added to the list of papers to be destroyed after two years in accordance with the late Chf Comrs Pro of the 23d March 1880 No. 9406/177 They can of course be destroyed if the cases to which they refer have been disposed of. It however appears to the Deman that if a list of the papers thus destroyed were to be prepared as required by the Proceedings above quoted, it would

entail considerable
labor on the Establishments
It is presumed that
Registers of records
are kept in every
office. If so it ought
to suffice to mark
& initial in them the
papers destroyed -

Officers are requested
to report how the orders
on the subject are
at present carried
out, and to submit
any suggestions which
they may wish to offer

[redacted]

Yrs
Sy -

To
The Dy Commrs Shumoja &
" " Commrs of other
Offices

Series C 11
File No 5-4-81
Serial No 4

Read letter No 156 of the 7th March 1882 from the District Judge Ashtapram Division submitting for information & orders a report regarding the assortment of the old Division Office records by order thereon —

No 352/39 of 17th April/82

The proposals made in the above are sanctioned. It is hoped that the two Clerks will be able to complete the work by October next when they will be transferred to the Dewans Office as Supernumeraries as provided for —

Attention is requested to Proceedings No 9202-9/267 dated 8th March 1882.

15/4/82 Secretary

The Proposals made in the above are sanctioned. It is hoped that the two Clerks will be able to complete the work by October next when they will be transferred to the Dewans Office as Supernumeraries as provided for. Attention is requested to Proceedings No. 9202-9/267 dated 8th March 1882.

The District Judge
Ashtapram Dr.

1882

To,

The District Judge,
Ashtagram Do.

dy 17th April 1882

Gl No 352

No 89

Sanctioning the proposals made by him for the assortment of the old Do. Officers

(General Serial No. 29.)

632
2 MAR 82
1882 77

From The District Judge
Ashtagram Division

To The Secretary to the ~~Chief Commissioner~~ Dewan
of Mysore, Revenue Department.

Dated 22 April
Despatched
Received

Enclosures No.

General No. 17 / *No.* 17 } 1882–83.

Proceedings of the Dewan of Mysore
No. 352/39 dated 17th Instant.

Has the honor to request that a copy of Proceedings therein alluded to No. 9202-9 dated 8th March 1882, may be furnished to the undersigned, for reference, as the same has not been received in this office.

Yesday

District Judge
Ashtagram Dn

M. L.
24/4/82

Rd

25/5

(General Serial No. 31.)

1882.

From

To The District Judge
Ashtagram D

Dated 1st May

Despatched —

Received

Enclosures No. 1.

General No. 828 —
No. 73.

As requested in his docket No 17 of the 22nd April 1882, forwards a copy of the Dewani Proceedings No. 9209-9 dated the 8th March 267 1882

By order

[illegible]
Dy Secy.